

Administrative - Internal Use Only

DDI-324774

6 November 1974

MEMORANDUM FOR: Addressees Listed

SUBJECT : Participation in Project SAFE Systems Design

1. As CIA moves forward to implement Project SAFE, it is essential that all possible Agency user needs be identified and incorporated into the systems design. For this purpose, I am asking that you appoint one coordinator per branch, or equivalent organizational unit, to work with the CRS Systems Analysis Staff (CRS/SAS) on the system design. I would like to have the names of these persons, their organizational components, and telephone extensions not later than COB 15 November 1974. Each Office may also wish to designate an Office SAFE coordinator. CRS will work through such a single point if you prefer it.

2. The coordinators' Project SAFE responsibilities will not require full-time participation but will be in addition to their present assignments. Further, it is not required that those who are appointed have prior computer-related experience.

3. The coordinators will, among other things, assist in obtaining and evaluating a broad spectrum of data, such as the volume, source and media of incoming branch receipts; types of existing manual branch or personal files, their size, composition, growth, and utilization; on-going computer files and/or applications, etc. After the list of coordinators has been submitted, CRS/SAS will schedule meetings with 25-30 at a time to brief them on Project SAFE and to discuss the plan of operation and their role in the system design effort.

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4. I cannot overemphasize the need for cooperation in this mutual effort. The design for SAFE is unlikely to be better than the data on which it is based. The data to be collected in this effort will in considerable part effect the size, cost and effectiveness of SAFE. This collection of detailed data on document processing, flows and holdings will undoubtedly be a chore, but it is also undoubtedly necessary for the construction of an effective and responsive system for your use.

STAT

H. C. EISENBEISS

Director, Central Reference Service

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